

OFFICE OF SECURITY WEEKLY STAFF MEETING (U)

ROOM 4E-64

15 December 1977

1. (C) Reassignments

25X1A [REDACTED] from P&M/Information Review Group to the Security Officers Training Program, effective Spring 1978.

25X1A [REDACTED] from PTOS [REDACTED] to PTOS/Technical Security Division, effective September 1978.

25X1A [REDACTED] from external training to PTOS/PSD/Headquarters Security Branch, effective January 1978.

25X1A [REDACTED] from DCI/Security Staff to PTOS/PSD/HSB/Security Duty Office, effective January 1978.

2. (C) Promotion

25X1A [REDACTED] P&M/Security Records Division, from GS-03 to GS-04, effective 4 December 1977.

3. (U/AIUO) Industrial Security - Briefing of the DCI

25X1A The Director of Security reported that he had discussed results of his trip to the West Coast with the DCI, with emphasis on findings [REDACTED] Allowing for the fact that the inspection was not unannounced, Mr. Gambino felt that

25X1A [REDACTED] officials were sincere in professed sentiments to improve the security situation at the company. The DCI expressed satisfaction regarding the progress of this particular phase of the Industrial Security Program.

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4. (U/AIUO) Personnel Management - DCI Concern

Mr. Gambino advised that the DCI had made known his concern for the overall personnel system as it now functions in the Agency. The DCI felt that a uniform policy should be adopted in advising employees of the number of vacancies (head room by grade) and in the timing of promotions. The OS system was cited by the DCI as an example of how these aspects of personnel management should be approached. In response to questions, Mr. Gambino advised the DCI that OS does not publish head room figures and does not volunteer rankings within a given grade to employees. However, the Director of Security has no objection to publishing figures on the number of vacancies and told the DCI that employees can determine ranking simply by asking.

The DCI also noted that employees ranked in the bottom 3 percent should be identified and afforded appropriate counseling by supervisors. The counseling should emphasize that employees ranked in the lower percentiles must improve performance to avoid the possibility of termination.

5. (U/AIUO) Security Standards for Consultants

It was announced that the DCI had set standards governing whether or not consultants will be polygraphed. All will be subject to a background investigation and must qualify for a Top Secret clearance. However, only those afforded access to Sensitive Compartmented Information will be polygraphed.

6. (U/AIUO) Management by Objective (MBO)

Mr. Gambino stressed that managers who prepare action plans related to MBO objectives must be realistic in setting time needed for completion. This applies to both OS and DDA level objectives. The Office must give quarterly MBO accounting and the Director of Security emphasized that failure to meet the schedule for a given objective is not appreciated.

7. (U/AIUO) Proposed Executive Order

The Executive Order intended to supersede Executive Order 11905 has been forwarded to the White House, and it is expected that the President will sign it before the end of this month. Based on a review of the last draft of the proposal made available to the Agency, it is not believed that the functions of OS will be curtailed by provisions of the new order.

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8. (U/ALUO) Change in Counseling Schedule

The Career Board has determined that mandatory counseling of OS employees by supervisors will occur three times a year, rather than quarterly as now required. Discussion related to Fitness Reports will qualify as one counseling session and the balance will be at four-month intervals. Supervisors will ensure that employees are advised when counseling represents official implementation of the new policy.

9. (C) DCI Expression of Appreciation

25X1A The DCI has sent letters of appreciation to Special Agents  
25X1A [REDACTED] who were involved in support activities associated with his travel of the week previous.

10. (C) Personal Note

25X1A [REDACTED] is scheduled for admission to Doctors Hospital, Fairfax, Virginia, on 16 December for an operation to be performed on 20 December.